

Job Description  
*Missouri State Highway Patrol*

Class Title: Photographer

Title Code: V00093

Effective Date: 11/17/95

Date Reviewed:

Date Revised: 12/27/04

**Immediate Supervisor:** Assistant Division Director

**Position Supervised:** None

**FLSA Classification:** Non-exempt

**Working Hours:** An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is skilled technical work in the production of black and white and color photographs on photographic paper and computer disc. The employee in this position will perform photography for graphic arts, publicity, and training, as well as operate processing equipment within set procedures, rules, and policies. Duties are performed independently with general supervision. An employee in this position is "on call" at anytime to take specialized photographic assignments.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Operates and maintains photographic processing and printing equipment, both chemical and digital, to provide excellent quality photographs/slides for the Highway Patrol.

Takes and develops portrait photographs of new employees, promoted/reclassified employees, etc., for various publications, using both large format and 35mm cameras.

Takes and develops photographic slides for crime scenes, legal, training, aerial, and publicity purposes.

Logs photographic work orders received, processed, and completed.

Prepares completed packages for distribution/mailing.

Completes monthly/annual reports of all work completed (number of film received, processed, printed, etc.).

Develops prints from video tapes submitted by Law Enforcement Departments.

Photographs artist's drawings, layouts, and written documents to make off-set printing press plate stencils.

Processes and enlarges color photographs using chemical and computer-imaging processing.

Maintains negative files.

Mixes and prepares chemicals for processing.

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Makes photographic slides as required.

Orders and maintains all photographic supplies.

Completes reports of evidence received for analysis.

Performs routine camera and photographic equipment maintenance.

Performs other related duties as assigned.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of the basic skills of the qualities and adaptability of the various photographic equipment and materials utilized.

Working knowledge of photographic filters, densitometers, light meters, etc.

Working knowledge of the standard practices of still photography, including posing of subjects, exposure and development of both 35mm and 120 color and black and white film, and the printing of positives.

Knowledge of proper lighting and layouts to produce excellent quality proofs.

Knowledge of the basic chemistry of photography.

Knowledge of the basic procedures involved in digital imaging using Photoshop 5.5, Windows 95 and Windows 98.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to use lights, filters, cameras, light meters, densitometers, printer/film processor, blender, and other photographic equipment.

Ability to take quality photographic exposures under extreme variances of lighting conditions.

Ability to operate a personal computer using Photoshop 5.5, Windows 95 and Windows 98.

Ability to learn assigned clerical tasks within a reasonable time, to adhere to prescribed routines, and to develop some skill in the operation of office appliances.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to transport and assemble photographic equipment as required.

Ability to perform minor, routine maintenance on cameras and other photographic equipment.

Ability to photograph subject matter in accordance with the directions received.

Ability to work independently.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

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Ability to interpret color for purpose of color balance in originals and reproductions.

Ability to take aerial photographs, when necessary.

Ability to accomplish duties outdoors in inclement weather.

Ability to establish and maintain harmonious working relationships with others.

Ability to work with material that may be of sexual and/or graphic nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc).

Ability to work hours as assigned.

### MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduated from a credited High School or received equivalent certificate. Three years of experience in photographic work including taking, developing, and printing photographs supplemented by completion of one year of formal training in photography as a resident student in a technical institute, college, or trade school. (Additional qualifying experience as described above may be substituted on a year-for-year basis for the required formal education.)